



VOLUME 20 ISSUE 4

# KCJIS NEWS

NOVEMBER 2018

## ECITATION

### DANA GRIFFITH, PROGRAM CONSULTANT I KBI

The Kansas Bureau of Investigation (KBI) eCitation repository testing site has been busy with several testing agencies entering data and ensuring the system was working as hoped. We fixed some bugs and made suggested improvements to the system for user friendliness and function.

Testing for the eCitation Citation Record Entry (CRE) site ran from August 6<sup>th</sup> through October 1<sup>st</sup>. Now that manual citation entry testing has ended, final feedback is currently being processed.

Contracts and interface development for the Records Management System (RMS) electronic citation submission are being worked on by KBI IT staff and Legal Department. Testing for RMS submissions will be announced at a later date.

We are hoping to have the official site available through the Kansas Criminal Justice Information System (KCJIS) portal by early 2019.

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If you would like more information about the eCitation program, please contact Dana Griffith at (785) 296-0492 or [Dana.Griffith@kbi.ks.gov](mailto:Dana.Griffith@kbi.ks.gov)

\*\*\*I want to issue a special **THANK YOU** to the agencies who agreed to test our system and help us improve it. Additionally, I would like to say **THANK YOU** to our IT staff who fixed all of the bugs and reworked the system based on the suggestions that were made. The testing agencies and IT's hard work will benefit everyone utilizing the eCitation program.

## DRUG QUANTITY IN INCIDENT BASED REPORTING

### SHANNON DOMINGO, PROGRAM CONSULTANT I KBI

When reporting Drug/Narcotic Violations (NIBRS Offense Code 35A), an accurate 'Estimated Drug Quantity' and 'Type Drug Measure' are required. In recent past, it has been relayed to agencies that if you have, for example, five bags of methamphetamine, each containing .5 grams, you would list the quantity as "5" and the fraction as "0.5." However, the Incident Based Reporting (IBR) unit has recently learned this is incorrect. Reporting it this way indicates there was a total of 5.5 grams. To accurately report this amount, you would total the 5 bags up together to show a total of 2.5 grams. You would need to list the quantity as "2" and the fraction as "0.5," as shown below.

PROP. DESCRIPTION	TYPE PROPERTY LOSS 1=NONE 2=BURNED 3=COINTERFEITED / FORGERY 4=DESTROYED / DAMAGED / VANDALIZED 5=RECOVERED 6=SEIZED 7=STOLE 8=UNKNOWN							
	TYPE LOSS	PROPERTY / DRUG CODE	DESCRIPTION / SUSPECTED DRUG TYPE	ESTIMATED QUANTITY	FRACTION	TYPE DRUG MEASURE	VALUE	DATE RECOVERED
	6	0934	Methamphetamine	2	.5	GM		

If the amount of drugs is unknown and sent to a lab for analysis, an estimated drug quantity and measurement is reported with a quantity of "1" and a measurement of "XX" until results are returned from the lab. Agencies reporting quantities in this format must provide modified reports to update the quantity.

Please note that drug residue may also be reported. To report residue, leave the quantity field blank and enter "0.001" into the fraction field. This indicates there was an amount but it was too small to accurately measure it.

This change in reporting is effective going forward so you do not need to go back and change previous submissions. If you have questions about how to complete the offense report with this information, please contact the Incident Based Reporting unit at (785) 296-4373.

## ARE YOU KEEPING UP?

### DON CATHEY, KCJIS INFORMATION SECURITY OFFICER KHP

Did you know that October was Cybersecurity Awareness month? What did you do in observance?

Did you also know that Federal Bureau of Investigation (FBI) and Kansas Criminal Justice Information System (KCJIS) security policies require the following?

#### 5.10.4.4 Security Alerts and Advisories

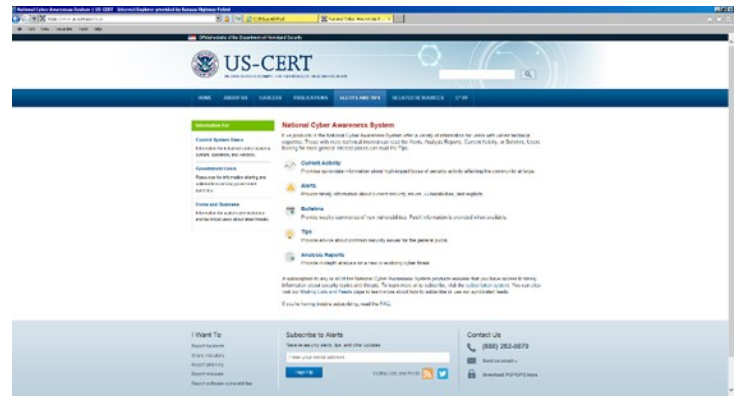
The agency shall:

1. Receive information of system security alerts/advisories on a regular basis.
2. Issue alerts/advisories to appropriate personnel.
3. Document the types of actions to be taken in response to security alerts/advisories.
4. Take appropriate actions in response.
5. Employ automated mechanisms to make security alert and advisory information available throughout the agency as appropriate.

KCJIS Policies and Procedures Part 2 (Guidance) recommends the U.S. Department of Homeland Security's US Computer Emergency Readiness Team (US-CERT) website as one resource that helps fulfill this requirement. Consider signing up for alerts and advisories at <https://www.us-cert.gov/ncas>.

If you prefer not to be spammed, you can set up a favorite in your web browser, then plan time on your calendar to review the latest threats on a regular basis.

Either way, toward the end of many of the alerts you will find suggestions to minimize your risk. For instance, here is an excerpt from Alert (TA17-181A) about Petya Ransomware:



#### Recommended Steps for Prevention

Review US-CERT's Alert on The Increasing Threat to Network Infrastructure Devices and Recommended Mitigations [6], and consider implementing the following best practices:

- Ensure you have fully patched your systems, and confirm that you have applied Microsoft's patch for the MS17-010 Server Message Block (SMB) vulnerability dated March 14th, 2017.[5]
- Conduct regular backups of data and test your backups regularly as part of a comprehensive disaster recovery plan.
- Ensure anti-virus and anti-malware solutions are set to automatically conduct regular scans.
- Manage the use of privileged accounts. Implement the principle of least privilege. Do not assign administrative access to users unless absolutely needed. Those with a need for administrator accounts should only use them when necessary.
- Configure access controls, including file, directory, and network share permissions with the principle of least privilege in mind. If a user only needs to read specific files, they should not have write access to those files, directories, or shares.
- Secure use of Windows Management Instrumentation (WMI) by authorizing WMI users and setting permissions.
- Utilize host-based firewalls and block workstation-to-workstation communications to limit unnecessary lateral communications.
- Disable or limit remote WMI and file sharing.
- Block remote execution through PsExec.
- Segregate networks and functions.
- Harden network devices and secure access to infrastructure devices.
- Perform out-of-band network management.

## ARE YOU KEEPING UP?, CONTINUED

### DON CATHEY, KCJIS INFORMATION SECURITY OFFICER KHP

- Validate integrity of hardware and software.
- Disable SMBv1 and block all versions of SMB at the network boundary by blocking the Transmission Control Protocol (TCP) port 445 with related protocols on User Datagram Protocol (UDP) ports 137-138 and TCP port 139; this applies to all boundary devices.

*Note: Disabling or blocking SMB may create problems by obstructing access to shared files, data, or devices. Weigh the benefits of mitigation against potential disruptions to users.*

#### Recommended Steps for Remediation

- The National Cybersecurity and Communications Integration Center (NCCIC) strongly encourages organizations contact a local FBI field office upon discovery to report an intrusion and request assistance. Maintain and provide relevant logs.
- Implement a security incident response and business continuity plan. Ideally, organizations should ensure they have appropriate backups so their response is simply to restore the data from a known clean backup.

#### Report Notice

The Department of Homeland Security (DHS) encourages recipients who identify the use of tools or techniques discussed in this document to report information to DHS or law enforcement immediately. To request incident response resources or technical assistance, contact the NCCIC at [NCCICcustomerservice@hq.dhs.gov](mailto:NCCICcustomerservice@hq.dhs.gov) or (888) 282-0870. You can also report cyber crime incidents to the Internet Crime Complaint Center (IC3) at <https://www.ic3.gov/default.aspx>.

Do some of these seem familiar? If not, please review KCJIS Security Policies and refresh your Security awareness training.

## 2019 KCJIS CONFERENCE

### LESLIE MOORE, KCJIS COMMITTEE CHAIRMAN KBI

# Save the Date!

## 2019 KCJIS Conference

### June 2 – 4 in Topeka

Hotel information will be provided in the January newsletter.

If you have any suggestions on topics and speakers for those topics please email David Marshall at [David.T.Marshall@ks.gov](mailto:David.T.Marshall@ks.gov)

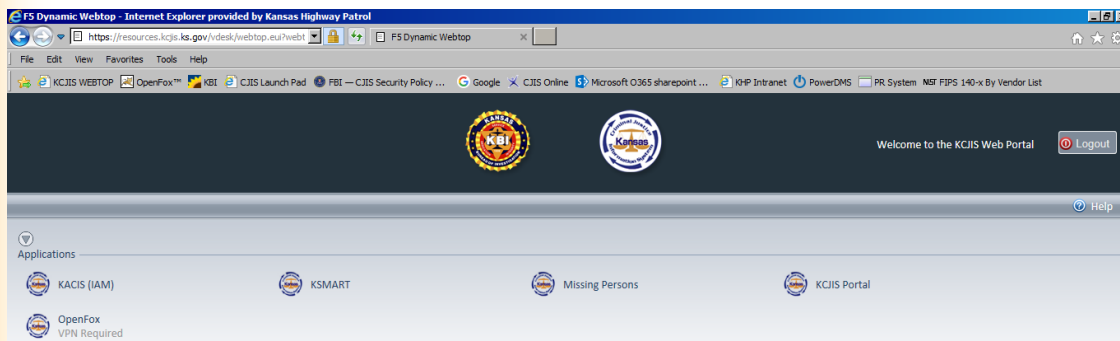
## KCJIS 188 AGENCY FORM DISCONTINUED

### DON CATHEY, KCJIS INFORMATION SECURITY OFFICER KHP

The Kansas Criminal Justice Information System (KCJIS) 188 Agency Contact Form is no longer available on the Kansas Highway Patrol (KHP) CJIS Launch Pad.

Technical Agency Coordinators (TAC's) can now update your agency's contact information including addresses, emails, and phone numbers via the [KCJIS portal](#) / Kansas Customer Information System (KACIS) Identity Access Management (IAM) that went live in June.

To ensure the information is secure and that only authorized individuals from your agency can make changes, access to KACIS is encrypted, requires KCJIS credentials for authentication (RSA Token), and is restricted to only authorized users (e.g., Agency TAC's).



Once in KACIS, Select **Agency Management** from the Service catalog



Select **Modify Agency** to change any pertinent information. This will generate an email notification to those who need to know.

Don't forget to update NexTEST and CJIS Audit, too! They are on the KHP CJIS Launch Pad, which is not accessed via your KCJIS connection.

## VOTING RIGHTS

### HEIDI LYNCH, PROGRAM CONSULTANT I KBI

With Election Day right around the corner, Kansas Sheriff Offices may soon receive questions about registered offenders and their voting privileges. A conviction of either a state or federal felony results in the loss of voting rights until the terms of the sentence have been completed. This information is usually indicated within the Journal Entry of Judgment. An offender on parole or probation has not finished the terms of the sentence.

"A felon who loses voting rights may re-register to vote after their sentence is completed. The county election officer does not automatically restore the person's name to the registration list. When registering to vote, the felon is not required to submit proof of final discharge. The voter registration application form contains an affidavit above the signature line attesting that the person's rights have been restored. Signing a false affidavit is a felony, which could result in loss of voting rights upon conviction."

- [VoteKansas.org](#)

## STO'S AND UPOC'S

### JESSICA CROWDER, PROGRAM CONSULTANT | KBI

If you have explored the latest statute file release from August, you may have noticed the addition of Standard Traffic Ordinances (STO's) and Uniform Public Offense Codes (UPOC's). Previously, there was not a way to appropriately report an STO or UPOC, however, a recent change to the eStatute application now makes that possible. We have imported all of the STO's to the statute file and plan to have all of the UPOC's uploaded for the next statute file release. There are only a couple UPOC's currently loaded for testing purposes. One of the primary reasons for making these available is so they can be used in eCitation, but they are also available to be used for other reporting purposes.

For cities who utilize STO's and UPOC's, you will be able to use the STO or UPOC to report the crime actually committed instead of using the state statute equivalent. For example, instead of using 08-1567 for DUI, you would use XX-0030 with the appropriate subsections. The "XX" is used as a filler for the chapter field since these ordinances do not have chapters. You can use STO's and UPOC's with any type of submission you need to submit to the Kansas Bureau of Investigation (KBI) including Kansas Standard Offense Reports (KSOR's) and Kansas Standard Arrest Reports (KSAR's), fingerprint cards, eCitation, and Kansas Disposition Reports (KDR's) for criminal history records.

**Please note:** If your city possesses it's own local ordinances or municipal codes, you cannot use STO's or UPOC's to report. You must continue to report using the state statute equivalent. If there is not a state statute equivalent, you may use the generic "Municipal/County violation" law keys but you MUST include a description of the specific crime committed. Those statutes have a chapter of "00."

If you have any questions regarding the use of STO's or UPOC's or any other statute file-related question, you may contact Jessica Crowder at [Jessica.Crowder@kbi.ks.gov](mailto:Jessica.Crowder@kbi.ks.gov) or (785) 296-8338.

## LICENSE PLATE MAKEOVER

### JOE MANDALA, CHIEF INFORMATION OFFICER KBI

From the Kansas Department of Revenue, Division of Motor Vehicles:

Effective August 1st, 2018, the Division of Vehicles has implemented a new manufacturing process and delivery method for Kansas license plates. The new license plates will look different from the old and will be issued to customers needing a new license plate due to new vehicle purchase, changing plate designs, replacing lost, stolen, or damaged plates, etc. There will not be a full plate replacement, so there will be a combination of both embossed and flat plates on Kansas vehicles. More information about this change can be found on the KCJIS portal under the 'Information' tab.





## KCJIS USER GROUPS

### SHERRY WEBB, PROGRAM CONSULTANT I KBI

Hello KCJIS User Groups,

My name is Sherry Webb and I am the new KCJIS User Group coordinator for the Kansas Bureau of Investigation (KBI). I am excited to be able to work with a great community of KCJIS users!

There are two upcoming meetings scheduled this month. On November 1st, the North Central (NC) region will meet in Clay Center at Clay County Sheriff's Office. The South East (SE) region KCJIS User Group meeting will take place on November 15th at the Woodson County Sheriff's Office in Yates Center.

The KCJIS User Groups have been actively meeting throughout the year. Below is a summary of the meetings held so far this year:

January 4th—NE region met in Topeka at the KBI  
February 13th—SE region met in Garnett at Anderson County Sheriff's Office  
March 1st—NE region met in Topeka at the KBI Forensic Science Center  
March 6th—SW region met in Garden City at Garden City PD  
May 24th—SE region met in Iola at the Allen County Communications Center  
July 12th—NC region met in Beloit at Mitchell County Sheriff's Office  
August 14th—SE region met in Fredonia at Wilson County Sheriff's Office  
September 6th—NE region met in Topeka at the KBI

Benefits of participating in the KCJIS User Groups:

- Solid communication across the state on subjects that matter to you.
- Share experience and strength of community, particularly within each region.
- Share direct input on new systems and changes being considered or implemented.
- Be a voice for what your region needs.
- Communicate across different areas of practice within the criminal justice community.
- Provide direct feedback and guidance to the state agencies.
- Facilitate exchange of operational information between agencies within your region.

We are still looking for agencies to host and coordinate meetings to continue enhancing communication across the state. If you are interested, or have any questions, please contact me at [sherry.webb@kbi.ks.gov](mailto:sherry.webb@kbi.ks.gov). Additionally, please let me know if you have any ideas for trainings, meeting content, or any other feedback to help improve the KCJIS User Group meetings.

## NEWS FROM THE KBI HELP DESK

### JEFFREY DOWNING, NETWORK CONTROL TECHNICIAN III KBI

#### Kansas License Type (LIT) Field Codes Updates

The Kansas specific LIT field codes on the Central Message Switch have been updated. The Kansas Vehicle List (KVL) and Kansas Vehicle Query (KVQ) message keys on the KDOR form and the Kansas Car Stop (KCS) form show these new updates. If you would like to review the updated list (KDOR and Message Switch LIC Codes-Sep 2018), it can be found on the Kansas Criminal Justice Information System (KCJIS) portal under the Information / Kansas State Systems / KDOR heading.

#### New Kansas Customer Information System (KACIS)

The new KACIS has been well underway for about four months. The Technical Agency Coordinators (TACs) are able to manage their user information, assign tokens, request applications for users and request new agency devices. We are working to get some of the kinks ironed out, but the feedback we have received from many agency TACs is very positive. Are you an agency TAC? Have you logged into the new KACIS yet? Please take some time to do so soon. Use the helpful training videos which can be found on the KCJIS portal under the Access Requests and TAC info section. As always, please call the Help Desk at (785)296- 8262 if you have questions, or need help with the application.

A couple of things to note:

- Ordering Tokens – Tokens must be ordered through KACIS. KACIS will send OPTIV an email with your token order. OPTIV sends us the order and we fill your token order from our inventory at the Kansas Bureau of Investigation (KBI). Some agency TACs have asked... the cost of tokens is still \$50.84 per token. Temporary token codes – This is still unavailable through the system. We are working with the vendor to get the issue resolved.

## NEWS FROM THE KBI HELP DESK, CONTINUED

### JEFFREY DOWNING, NETWORK CONTROL TECHNICIAN III KBI

- ORI Agreements – The ORI agreement process is automated, but you still need to have a signed ORI Agreement form on file. Have you uploaded your agency ORI agreements into the system yet? Agencies are encouraged to update their ORI agreements every three years.
- Agency Contact vs. Agency User – We have had a few instances where an Agency User was converted to an Agency Contact. When this happens, it strips the ‘user’ of any access to the KCJIS system, so we want to clear up the confusion.
  - Agency Contact is an agency employee (i.e. Chief of Police or Sheriff) that will not be issued a token but still may need to be reached at the agency.
  - Agency User is anyone that needs access to the KCJIS network no matter if a token is assigned or not.
  - TACs, if you accidentally change your account from Agency User to Agency Contact you will need to have one of your other TAC’s change it back. If you are the only TAC, contact the KBI Help Desk and we will assist you.
- Reports in KACIS – These are not quite ready yet. Our developers are working to get this resolved as quickly as possible. We will send out a message when they are functional.

#### KanLicense Project

The Go-Live date for KanLicense was October 23rd. The KanLicense project is a continuation of the Kansas Department of Revenue (KDOR) Message Key Consolidation project that was started several years ago. The phase of the project combines the remaining ZQ driver message keys into just two message keys.

- KDQ – replaced the ZQ70, ZQ71, ZQ72 and ZQ90
- KSQ – replaced the ZQ73

Anyone who has questions about this or any other topic are encouraged to contact the KBI Help Desk at (785) 296-8245.

#### SSAP Sun Setting – Update

About 90% of the agencies that were identified as having SSAPS (Server) and/or SSAPD terminal (CAD, MDT, or RMS) connections to the Central Message Switch have either made the conversion to the new KSIP Protocol or are actively working towards the conversion. As of July 1<sup>st</sup>, the remaining agencies will be restricted from adding new terminals and message keys until the conversion to KSIP is made. These include: Hays Police Department, Leavenworth Police Department, Lincoln County Sheriff’s Office, Paola Police Department, and Pottawatomie County Sheriff’s Office. In addition, any agency who has not converted to the new protocol will not be able to see the new layout or Drivers License (DL) photos that will take place with the KanLicense KDQ and KSQ message keys. If you have any questions, please contact the KBI Help Desk at (785) 296-8245.

#### Token Talk



You know that moment when you go to log into your OpenFox/CAD/Mobile unit with your token and it fails, so you try again, and again? Frustrating, I know. “Token Troubles” affect us all at some point.

How do you know if your token is out of sync or has an expired PIN? Did you know you can attempt to log into the KCJIS portal (<https://kcjis.ks.gov>) to troubleshoot your token issue? Here’s the thing – if your login attempt to OpenFox or CAD/Mobile unit fails two times, STOP right there. Don’t keep trying your login. Go to the KCJIS portal and log in there.

If your token is out of sync, it will prompt you to enter another token code. If your PIN has expired, you will be prompted to change your PIN. If neither of these things happen, it could be that your token is very unhappy. Please call the Help Desk and we will be ready to get you and your token back on track!

## A DIFFERENT INTERPRETATION OF MCA POLICIES FORCES CHANGES DON CATHEY, KCJIS INFORMATION SECURITY OFFICER KHP

In 1999, Title 28 CFR § 20.33, the federal regulation concerning who can access criminal history record information, was modified to recognize the trending desire to share resources in response to several variables and to take advantage of emerging technologies.

The Federal Bureau of Investigation (FBI) Criminal Justice Information System (CJIS) auditors' viewpoint regarding this newly allowed access was that boards with a majority membership of criminal justice agencies provided for the required management control. In Kansas, we used the Kansas Criminal Justice Information System (KCJIS) 135 for this management control by committee philosophy.

However, in 2013, **the FBI auditors' view was changed** through the FBI CJIS Policy process. The Advisory Policy Board (APB) working groups were asked to "codify" this practice of boards of 51% criminal justice as "management control."

Even with an FBI ISO staff recommendation in favor of the action, four of the five working groups voted NO. Subsequent discussions on the proposed changes and ultimately the Spring APB meeting also resulted in NO votes. Thus, the FBI auditors' perspective of management control by committee was changed by documented policy interpretation. Another "ad-hoc" discussion in 2017 yielded the same interpretations. The FBI security audit in March of this year reflected this paradigm shift.



In response, the Kansas Highway Patrol (KHP) has discontinued the KCJIS 135 and instead has now posted a new [KCJIS 218 Management Control Agreement](#) on the KHP CJIS Launch Pad for both dispatch centers and city/county I.T. departments they work with. We also posted [KCJIS Policy Bulletin 5.1.1.4 NCJA MCAs](#) to the KHP CJIS Launch Pad for a more detailed explanation.

### What is the **CJIS ADVISORY POLICY BOARD (APB)**?

The definition from the *Bylaws for the Criminal Justice Information Services (CJIS) Advisory Policy Board and Working Groups*:

*The CJIS APB is composed of thirty-five representatives. All APB members will be selected from criminal justice agencies or criminal justice professional associations from throughout the United States and appointed by the FBI Director or his designee. The APB reviews policy issues and appropriate strategic, technical, and operational issues related to CJIS systems and makes appropriate recommendations to the FBI Director.*

Note that:

- **All** members are from the **Criminal Justice** community.
- It is **advisory only** to provide recommendations to the **FBI director** regarding CJIS. The FBI director has authority to reject any recommendations.

### Do you think a policy should be reviewed for possible changes?

KCJIS has a similar process to the FBI CJIS APB. Go to KHP CJIS Launch Pad > CJIS Documents> KCJIS POLICIES and COMMITTEE and complete the REQUEST for KCJIS POLICY REVIEW.

[https://cjsaudit.khp.ks.gov/launchpad/cjisdocs/files/kcjis\\_policy\\_review\\_request\\_distributed.pdf](https://cjsaudit.khp.ks.gov/launchpad/cjisdocs/files/kcjis_policy_review_request_distributed.pdf)



**SAKI UPDATE****MEGAN ROBERTS, SAKI SITE COORDINATOR KBI**

Over the last three years, the Kansas Sexual Assault Kit Initiative (SAKI), under the leadership of the Kansas Bureau of Investigation (KBI), has been working diligently to identify and address the factors contributing to the accumulation of untested sexual assault kits across Kansas.

On April 3<sup>rd</sup>, 2018, the KBI released a letter to Kansas law enforcement, prosecution, and forensic laboratories with the Kansas SAKI project's recommendation that all sexual assault kits (SAKs) be submitted to a forensic laboratory for analysis and that all submitted SAKs be tested. This is a recommendation fully endorsed by all members of the working group, as well as the KBI, and is reflective of national best practices. It is the only way we can be certain to avoid a similar accumulation in the future.

In addition to this recommendation to submit and test all SAKs, the Kansas SAKI multidisciplinary working group has developed the *Kansas Model Policy for Investigating Sexual Assault* and the *Kansas Model Policy for Sexual Assault Evidence Collection Kit Submission, Retention & Disposal*. These two documents are designed to assist local law enforcement agencies in the adoption of policies which help create and reinforce trauma-informed approaches to sexual assault response and investigation, as well as provide training resources to effectively implement these strategies and techniques. Agencies are strongly encouraged to review and adopt the recommendations included in these Kansas Model Policies.

Each of these documents, as well as additional information regarding the Kansas SAKI project and other related publications, can be found at <http://www.kansas.gov/kbi/saki.shtml>.





The KCJIS Newsletter is published in cooperation of the Kansas Criminal Justice Coordinating Council and KCJIS Committee

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